**Finalizing Computer Apps and Computers and Information**

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|  | Printer Set Up | Demonstrate ability to install printer in 443. See instructions. |
|  | H drive | Cleaned up - Files in folders – files named so can recognize contents (not book1, book 2, etc.) Start folders for next classes. |
|  | IC portal | Open and explain how to use it. |
|  | Control F | Use google search to find web pages with term(s). Use Ctrl-F to find occurrences. |
|  | **Word Documents** – demonstrate formatting, inserting images and tables. | **Required** – have open:   * User Names and Password file (add APEX if in Math!) * My Credits file (your best version) * My Careers/Interests (include a graph from excel file) * ICE Notes Template (completed) * Navigating MS Office (completed) * Searching on the Web (completed)   **Optional**:  My Interests  Finding and Using Images  Other word documents that demonstrate skills |
|  | **Excel** - | Required:   * My Careers - chart * My Timeline * Temperature   Other - |
|  | **Power Point** - | My Final Project |
|  | **E2020** | Completed units. |
|  | **Publisher** | We will do short sessions 1 hour on Publisher in the future. No requirement at this time. |